FAASafety.gov
Notices Help Manual for Version 5.0
Federal Aviation Administration
October 1, 2006

Gold Systems Inc.

FAASafety.gov Help Manual for Version 5.0

Table of Contents

Section 1 - Overview

1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and Representatives using the FAASafety.gov site.

1.2 - System Requirements

Requirement	Description
Web Browser	Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp.
	You must have Javscript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.
	The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. *The FAASafety.gov web application cookies do not store any personal information.*
	You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the www.FAASafety.gov website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

1.3 - Definitions

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASTeam Program Managers (FPMs), Regional FAASTeam Program Managers (RFPMs), National FAASTeam Managers (NFMs), and super users are all considered administrators in this context.

FPMs, RFPMs, and NFMs each have geographic areas of responsibility, with an FPM controlling the districts, and RFPMs controlling one of 9 national regions. The NFM has control over the entire nation. The super user will have control over all functionality. In some cases, a Representative user will be able to perform some tasks in the administrative section. An aviation Representative logically belongs below the FPM of a geographic region.

Once an administrator has logged in, they have additional navigation items available in order for them to perform their management functions. Higher levels of administrators will have more functionality available.

1.4 – Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles
National FAASTeam Outreach Manager (NFOM)
1020 North Flyer Way
Salt Lake City, UT 84116-2984
james.e.pyles@faa.gov
801-257-5071

Section 2 – Accessing the Administrative Sections

2.1 – Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at www.FAASafety.gov. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.

Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Administrator Status and Logout

Admin Tools

Icon Legend

Welcome to FAASafety.gov, *nspm@faasafety.gov*

FAASafety.gov

FAA Home | FAASTeam Home | News | About FAASTeam | Learning Center | SPANS

Search Events   Published Notices   My Home   Account Preferences   Logout

Search FAASafety.gov: [   ] ▶

My Events

You are registered for the events listed below. To search for additional events, **click here**.

Icon Status Legend

📋 Registration Available	✈ Fly-in Event	❌ Cancelled Event	◀ Event has Passed
🌐 Map and Directions	🔒 Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Event Management
Create a New Event
Modify or Revise an Event
Approve Events
Close Out Events
Event Template Management
Event Cost Report
Safety Counselor Reports
Event Report Builder

Notice Management

Print Budget Management

Pilot Proficiency Program - WINGS

Lendable Asset System

Consumables

User Management

Content Management

System Administration

faasafety.gov Tools

ALC Library Management

ALC Course Management

Help Reference

My faasafety.gov Home
My Events
My Proficiency
My Courses
Aviation Learning Center
FSDO Lending System
Preferences
Search All Events
Published Notices
Local Contact Information
Seminar Topic Suggestions

Standard Options

To modify your registration or additional attendees, click the 📋 button to the right of the event.

To unregister from an event, click the 📋 button to the right of the event.

Results 1 to 8 of 8 total   Show me [10 ▾] results per page

Date ▼	Title and Description		Location / Distance	
Monday Oct 3, 2005 12:00 am AFS07760	**FAA Winngs Safety Seminar** *Topic: Light Out in Military Operating Areas* A "WINGS" safety briefing will be conducted by the 299th Range Control Squadron about the upcoming "Light Out" operations in Military Operating Areas (MOA's). Special Use Airspace will also discussed. The FAA has approved Military aircraft to operate with lights out while established in specifically approved Military Operating Areas(MOA's). The specific details will be discussed and questions will be answered during this safety briefing.	◀ 🔒	Orem, UT 84058 403.7 miles from 80249	
Thursday Oct 5, 2006 7:00 am WP118580	**24th Annual Nevada State Aviation Maintenance Seminar** *Topic: Aircraft Maintenance Seminar and IA Renewal* The Annual Nevada State Aviation Maintenance Seminar has moved to a new location and time.The 24th Annual Nevada State Aviation Maintenance Seminar has moved to the Reno Hilton and the dates have changed to October 5-6, 2006. Call the Hilton at 775-789-2129 and ask for the special room rate for the AVIALL/FAA Maintenance Seminar.	🌐 ✈ 📋	Reno, NV 89595 **View Map** 871.6 miles from 80249 **0.25 credits** EI	

Event Listings

Results 1 to 8 of 8 total

Section 3 – Administrative Navigation

Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you. The administrative navigation is as follows:

The new administrative navigation uses a drop down feature. Each function is provided with a navigation header for example, Event Management, if you click on this, you will get the drop down with each of the areas you manage. This new drop down navigation provides a much more concise admin page where only the area headers are shown.

3.1 – My FAASafety.gov Home Page

The My FAASafety.gov Home page has been redesigned to list **ONLY** a few of the events with in the user's preferences. There are links so that the user can view **ALL** events that are within their preferences.

3.2 – Notice Management

Depending on the administrators permissions the below link may be available.

3.2.1 – Create a New Notice

Unlike events, notices may not be saved "in-progress". You must complete the entire notice in one session.

You can send out a notice to registered users of the site. When you click on this link you will be presented with a form with the following fields.

The Send a Notice feature uses the same HTML editor as the event creation feature. Please see the "HTML Editor" section for more information on how to use the editor.

Subject / Title- The title of the notice, which also appear as the subject line of the email sent.

Type of Notice- The notice types are set by the National Safety Program Manager. You can select from current list of types.

Notice Expires- You select either **Yes** or **No**. If you select yes, you can select a date to have the notice removed. If you select no, the notice will never automatically expire. You can manually remove the notice.

Expiration Date- This field allows you to select on which date the notice will expire and be removed from the system. The notice **will expire at 12:00 am** on the date which you select. The default date is set 31 days from the date you create the notice.

Uploaded Files- You have the ability to upload files to the server that will be sent as hyperlinks in the notices. By clicking on the "Click here to upload files" link, you can then browse your computer for the files you want to upload, and then add links to the uploaded files to the notice contents. See image below.
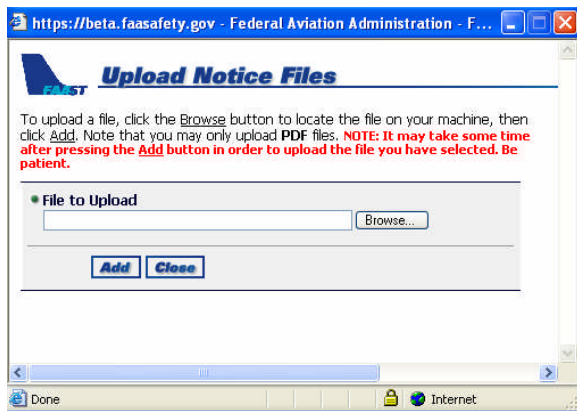
Notice Contents- This is the text fields to type in the content of the notice.
Send Emergency- This is selected as a "**Yes**" or "**No**". If yes, all registered users will be sent the email notice.

Please check with your supervisor before ever labeling a notice as an emergency.

After completion of the fields, you can then select the "**Next**" , "**Cancel**" or **"Preview Flyer"** buttons. If you select the "**Next**" button you will be taken to a form that will allow you the ability to select the distribution criteria (just like for Events) . Then by clicking on the "**Next**" Button, the notice will be sent to the distribution list selected. The distribution criteria functions very similar to the sending of events to airmen. There are no restrictions on the use of zip codes in the notice section.

Note that selecting criteria for notices will not restrict you to having a minimum of 200 airmen before sending the notice.

3.2.1.1 - Select Distribution Criteria

How to Distribute Notifications

If you wish to post this information on the web only, you can skip the distribution criteria selection step and simply click on the **"Next Page"** at the bottom of the form.

Notification distribution refers to the geographical selections, user type selections, and airmen certificate selections. You will also specify how the notification is distributed.

Selecting Distribution Criteria

To select a distribution range, click on the **Add Set** in the upper right hand corner of the Distribution Criteria screen. You will notice that you are now presented with three criteria sections, Geographical Criteria, Certificates and Ratings, and User Types. You can also provide a name for this particular set so that it can be saved for future use. The default name will be Set #1, Set #2, etc.

3.2.1.2 - Geographical Criteria

You can select to distribute by:

Zip Code & Radii
You have the option of selecting a zip code or City Name and a radius. If selecting a City Name you

must enter the entire name and then click on the Green Arrow, this will list out possible city matches, with the corresponding zip code. You then select the city you wish and after selecting the radius you wish, click on the **ADD** button and this will modify your distribution criteria.

Counties
You also have the option of selecting counties within a state. Simply select the State from the drop down list, and then select the counties you wish to include. You can use the Shift or CTRL keys to select multiple counties then click on the **ADD** button and this will modify your distribution criteria.

States
You also have the option of selecting an entire state. Simply select the State from the drop down list, you can use the Shift or CTRL keys to select multiple states then click on the **ADD** button and this will modify your distribution criteria.

Districts
You also have the option of selecting by districts. Simply select the district from the drop down list, you can use the Shift or CTRL keys to select multiple districts then click on the **ADD** button and this will modify your distribution criteria

Certificates and Ratings
after selecting the geographical criteria you can then select the certificates and ratings. Click on the Add Certificates/Ratings and then check the specific boxes you wish to add to the distribution criteria. After you have made your selection scroll down and click on the **Save Selection** button.

User Types

If you wish to select specific user types, click on the **Add User Types** and then check the appropriate boxes, then click on **Save Selections**.

3.2.1.3 - Total Distribution Criteria

After selecting the distribution criteria you can now select to either send this information via email, postal mail, both or only put the information on the web.

You will notice that after you select the various geographical, certificates and ratings, and user types that a red **Update** button shows up in two places, one next to the Total Distribution Criteria and one next to Distribution Statistics and Options.
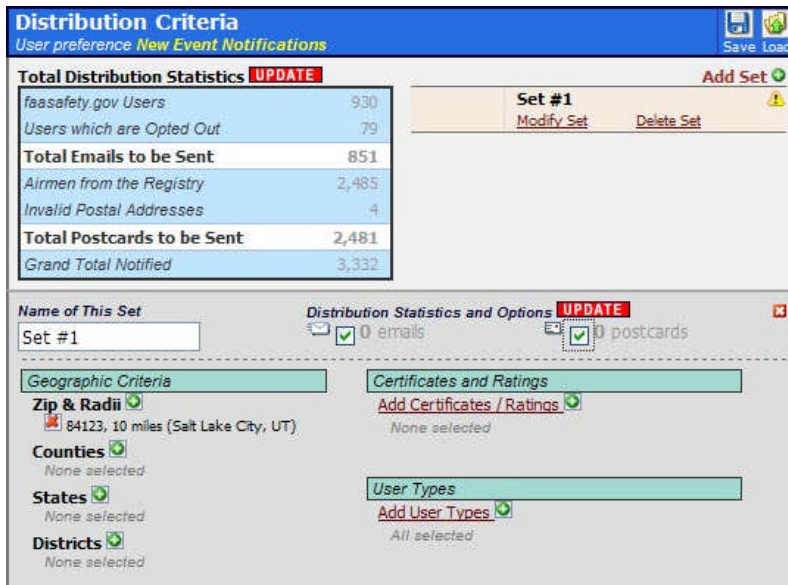
You must select emails, postcards, or both by checking in the box next to Emails and postcards and then click on the **Update** button. The system will then calculate, based on your distribution criteria, the number of emails and postal mail that will be sent.

Then you can check the distribution statistics by clicking on the **Update** button next to the Total Distribution Statistics. The system will then display the number of users that will receive email and postal mail.

You can then modify the set, add another set, or delete the current set. If you select to delete the set, you would be presented a screen where you must verify you want to delete the current set as displayed below.

If you select to **Modify** the set, you will be presented with the same option to modify the geographical criteria, certificates and ratings, user types and the option to remove the check box on emails or postcards.

If you select to **Add** another set, you will then go through the same steps you used to create the first set.

*Total Distribution Criteria Definitions

faasafety.go Users – This is the total count of users in the database that meet the criteria you have selected.

Users which are Opted Out – This is the count of users that are in the SPANS system, but have chosen NOT to receive new event notifications on their preferences page.

Total Emails to be Sent – this is the number of users less the number of users that have opted out.

Airmen from the Registry – This is the number of airmen from the OKC database which have not provided an email address, but meet your selection criteria and will receive postcards.

Invalid Postal Addresses – This is the number of users in the system that have had postcards returned to SPANS and have been removed from the list of users to receive postcards.

Total Postcards to be Sent – this is the number of users less the number of users that have invalid postal addresses.

Grand Total Notified – This is the sum total of Emails to be Sent and Total Postcards to be Sent.

After selecting the distribution criteria, clicking on the "**Next**" Button will allow you will come to the Submit for Approval page as show below.

*note if you have permission of an RFPM or higher you will get an **"Approve"** button in place of the **"Submit for Approval"**.

3.2.2 - Modify or Revise a Notice

For RFPM's and higher, you will have the option to Modify, Revise, Delete, or Approve a Notice that has been completed. Depending on the status of the Notice the appropriate icon will be listed to the Right of the particular Notice.

If you select to Modify a Notice you will be presented with the same pages as when you create a notice. You will be able to **modify a live notice**. After modifying the notice page click on the approve button. The updated notice will be posted on the site.

If you choose to Delete a notice, you simply click on the "Delete" icon and you will be presented with a confirmation screen to delete the icon. If you click on the "Delete" button the notice will be permanently delete from the system.

3.2.3 - Approve a Notice

Notices will not be sent after the final page (unless you are an RFPM or higher), instead, an email will be sent to an administrator of the current user (unless the current user is an RFPM or higher) indicating that a new notice needs to be approved.

Unlike events, notices may not be saved "in-progress". You must complete the entire notice in one session.

Administrators will have the ability to review notices submitted by user under their direction. After reviewing, administrators can either accept, or reject the notice. There is a text box for administrators to provide feedback on items or areas that need to be modified before the notice will be approved, if the notice is rejected, an email will be sent to the submitter notifying them of the changes that need to be made. If the notice is approved, the submitter will receive an approval email.

SPANS Notice Review and Approval

Review the details for this notice, then select the approval option at the bottom. If the originating FPM needs to make changes before approval, fill in your message to the FPM in the box at the bottom, select "Require Changes", then press "Continue".

Notice Date	09/27/2006 9:34 AM
Notice Type	Local Air Safety Information
Author	Airman (airman@faasafety.gov)
Notice Subject	Local Air Traffic Changes
Contents of Notice	Local Air Traffic Changes for the month of October

Print Flyer
If applicable

Print Cost Estimate
Printing Costs $0.00

Distribution Criteria
User preference Local Air Safety Information

Total Distribution Statistics

FAASafety.gov Users	0
Users which are Opted Out	0
Total Emails to be Sent	**0**
Airmen from the Registry	0
Invalid Postal Addresses	0
Total Postcards to be Sent	**0**
Grand Total Notified	0

Web Only   Set #1
View Set

- **Notice Approval**
  Fill in the notes below if this notice requires changes.
  ⊙ Approve Notice *or* ○ Require the Changes Below

- **Change Notes**
  Only if you selected Require the Changes Below.

Save **Cancel**

3.2.4 – Creating Notice Groups

The first step to creating a new notice group is to contact Gold Systems through Jim Pyles and the Region and District of the new group can then be created.

After the group is created you can then follow the below steps.

3.2.5 – Notice Permission

When providing permission for notices you can create users who only has the ability to Create (modify) notices or you can also provide permission to Approve or Decline notices.
*note only users with permission to manage users and who have the permission can add permissions to other users.

Under the User Management you can provide permissions as below.

Creator (modify) select under Notices, the particular Notice type (for instance SPANS Notices, ATC Notices, etc)

Notice Management (Approve/Decline) select the above permission and also provide under SPANS Management Notice-Management. You must also modify the User Type to Be RFPM.

*note that creators or approvers of notice types cannot modify live notices. Only administrators have the ability to modify live notices.

3.2.6 - Creating a Notice Type

In order for a user to create a notice there must be a notice type which corresponds to their Region and District. For instance, If you would like a user to be able to send NACO notices, the user must have the proper permission as well as have the correct Region or District selected, NC (NACO Region) or NC1 (NACO District). Only an administrator can create a notice type under Content Management and then the link, Notification Type Management. When creating the Notice Type, you must check the appropriate permission and then click on Save. Only these Notice Types will be offered when the user creates a notice.

After you have correctly set the permission and provided a Notice Type that corresponds to the District or Region will the notice creator be able to create and modify notices.

3.2.7 - Notification Type Management

This feature allows administrators the ability to manage notice types. It also provides the ability to **"Add New Notice Type"**.

To manage a notice type simply click on the Modify button and then modify the description and the permission and then click on **"Save"**.

To **"Add New Notice Type"** click on the link and the complete the form and click on **"Save".**

Notification Type Management

Use the form below to add/modify the information about this notification type.
(● *indicates a required field,* ● *indicates an error)*

● **Description**
  Description for this notice type

  [   ]

● **Permissions**
  Select permissions required to create notices of this type.

  ☐ ASO-530 Airspace Notices
  ☐ ATC Notices
  ☐ NACO Notices
  ☐ SPANS Notices
  ☐ TSA Notices

● **Set User Preferences**
  If yes, this notification type will be added to all airmen preferences. **USE WITH CAUTION.**

  ☐

  Save **Cancel**